## InPlace login

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | Log into your [my.monash](https://my.monash) portal.  
Select the [Student Placements System (InPlace)](https://student.placements) link from the Online Systems link.  
From the InPlace Login screen click on Students.  
You will automatically log into InPlace. |

## ‘My Details’

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>On the InPlace homepage, click on your username/Authcate ID on the right top side corner. Then select ‘My Details’.</td>
</tr>
</tbody>
</table>

## Mandatory compliance requirements

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
</table>
| 3    | All of the compliance requirements for the Faculty are shown on this page. Discipline specific requirements may also be included:  
![InPlace homepage screenshot] |
### COVID-19 Vaccination section – view requirements

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
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<tbody>
<tr>
<td>4</td>
<td>Click on the plus sign to expand the COVID-19 vaccination section. A link to the COVID-19 Immunisation Compliance form is available. The form includes information on what evidence is required. Please ensure you sign the form (pen or electronic signature).</td>
</tr>
</tbody>
</table>

![Image of InPlace interface showing COVID-19 Vaccination section](image1)

### COVID-19 Vaccination section – submit document & date

<table>
<thead>
<tr>
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</thead>
</table>
| 5    | The documentation (combined COVID form & evidence) can be dragged into the Attachment section.  
*Note: only one document can be submitted. The form & evidence must be combined prior to upload.* Enter the date for your final dose (also enter this if you have already had it). Click on Submit. This will then show as Submitted in blue and a paperclip will show if a document has been uploaded. |

![Image of InPlace interface showing COVID-19 Vaccination section with date entered](image2)
Verification Process – Rejected Status

Placements staff will check that the correct evidence has been submitted. If the form cannot be accepted, placement staff will change the status to Rejected.

Comments will be provided explaining why the form may not be accepted and what further action is required by you.

Note. Notification of any rejected documents will also display on your homepage as a quick reference.

Verification Process – Verified Status

If the form has been accepted by placement staff, they will change the status to verified. Staff may provide further information in the COVID-19 Vaccination comments section, eg. ‘2nd dose of COVID-19 required’.

Students are required to re-submit the COVID-19 form after receiving their second dose.
### Documents Required

This process needs to be repeated for all your mandatory requirement documents which are:

- MNHS Statement of Immunisation Compliance (Form 1)
- Flu Vaccination (Form 2)
- Australian Police Check (Fit2work) – (National Police History Check Report)
- International Police Check (if applicable)
- MNHS Working with Children Card (colour scan & card expiry date)
- Student Undertaking Form
- Medical & Fitness Assessment (Paramedicine)
- First Aid (Radiography & Medical Imaging)

### Further assistance

For general questions about your mandatory requirements please email your Placements/Clinical Office.

If you have any technical problems with the Student Placements System (InPlace) please contact the IT Service Desk via your my.monash portal.